

Name of employee	Region	Course Title	Format	Course Dates	Course Estimate as per RSPF-187	Reception date of completed application	Date of Approval by delegated manager	Reception date of reimbursement package	CAS Number	Tuition Advance	Tuition Advance CAS Number	Sent to NIRU	Final Amount with justification	Reimbursement of expenses & Settlement of Advances	Comments	Request count
ATL	NATI-1006 Native Studies 1&2			2014-09-05 to 2015-04-20	\$ 1,500.00	2014-08-21	already paid	09.06.2015		\$ 0.00			\$ 1,346.26	\$ 1,346.26		1
ATL	SOCI-2416 Inequality in Society 1 & 2			2014-09-05 to 2015-04-20	\$ 1,500.00	2014-08-21	already paid	09.06.2015	1916006520				\$ 1,379.61	\$ 1,379.61		1
ATL	PSYC 1013 Introduction to Psychology			14.09.2015 to 21.12.2015	\$ 750.00	29.05.2015	25-02-2016	11-02-2016					\$ 827.00	\$ 827.00	Item 168.00 Postponed P2P - March 15, 2016	1
ATL	TRIC-1001 Leadership & Management On-Line			01.05.2015 to 19.06.2015	\$ 750.00								\$ 1,143.45	\$ 1,143.45	OW advance in 2014-15 closed advance in 2015-2016 - amount paid 14.71	1
ATL	RCLP-2001 - Practicing leadership in community projects On-Line			02-09-2014 to 2014-12-20	\$ 750.00								\$ 142.55	\$ 142.55	OW advance in 2014 to 740.70 - closed advance in 2015-2016 - amount paid 14.25	1
ATL	BUSI 3313 HR Management			04.05.2015 to 19.06.2015	\$ 750.00	23.03.2015	already paid	2015-10-09	1916014000				\$ 749.48	\$ 749.48		1
ATL	BUSI2028-18 Communications Management			06.07.2015 to 21.08.2015	\$ 750.00	16.06.2015	25-02-2016	11-02-2016					\$ 671.78	\$ 671.78	livre 75.75 -Postponed P2P - March 15, 2016	1
GTA	ACCT 322 Management Acc't. 2			17.09.2015 to 17.12.2015	\$ 481.48	21.07.2015	2016-04-26						\$ 481.48	\$ 481.48		1
GTA	CIA 1010 Intro to Criminology			05.01.2015 to 04.06.2015	\$ 900.00	18.12.2014	already paid	07.07.2015	1916013982				\$ 375.00	\$ 375.00	375.00 transfer from last FY - approved 10.02.2015 - course reimbursed	1
GTA	CJCA 3002 Criminology System			10.05.2015 to 12.06.2015	\$ 900.00	26.05.2015	25-02-2016	15-02-2016					\$ 1,125.43	\$ 1,125.43	1,125.43 transfer from last FY - approved 10.02.2015 - course reimbursed	1
MCR	LEAD 5405 Ethics in Leadership	In-Class		09.03.2015 to 30.03.2015	\$ 2,684.11	17.11.2014	26-04-2016						\$ 2,684.11	\$ 2,684.11	PAYE 19170164D	1
MCR	LEAD 6200 Leadership in Org. Change	In-Class		11.05.2015 to 05.07.2015	\$ 2,684.11	21.05.2015	to be app TBLPMT						\$ 2,685.46	\$ 2,685.46	PAYE 19170163Z	1
MCR	LEAD 6500 Ethics in Leadership	In-Class		13.07.2015 to 06.09.2015	\$ 2,684.11	21.05.2015	to be app TBLPMT						\$ 2,685.46	\$ 2,685.46	PAYE 19170163S	1
MCR	LEAD 6800 Personal Skills-Assessment	In-Class		24.09.2015 to 01.10.2015	\$ 3,874.12	21.05.2015	to be app TBLPMT						\$ 3,875.46	\$ 3,875.46	PAYE 191701634	1
NOR	LEAD 6720 Politics of Org.	In-Class		19.10.2015 to 13.12.2015	\$ 2,684.11	21.05.2015	to be app TBLPMT						\$ 2,685.46	\$ 2,685.46	PAYE 191701633	1
NOR	LEAD 6740 Coaching and Developing Others	In-Class		04.01.2016 to 28.02.2016	\$ 2,684.11	21.05.2015	to be app TBLPMT						\$ 2,685.46	\$ 2,685.46	PAYE 1917009661	1
PAC	GFAD 133 Business Communications 1			2015-03-09 to 2015-05-29	\$ 449.79	2014-08-11	2015-11-24						\$ 422.59	\$ 422.59	422.59 book 133.00 -Postponed P2P - March 31, 2016	1
PAC	GLAC 1001 Legal Admin & Analytical Techniques			20.05.2015 to 20.06.2015	\$ 260.00	2014-08-11	2015-11-24						\$ 331.43	\$ 331.43	331.43 book 178.00 -Postponed P2P - March 31, 2016	1
PAC	GFAD 125 Administrative Procedures 1			20.05-09-2015 to 20-10-2015	\$ 399.83	2014-08-11	2015-11-24						\$ 352.40	\$ 352.40	352.40 book 66.10 -Postponed P2P - March 31, 2016	1
PAC	ADMN 555 Public Policy Process			09.09.2015 to 11.11.2015	\$ 1,036.59	01.08.2014	2015-11-24						\$ 1,092.93	\$ 1,092.93	transfer from last year - books 124.29 PAYEE	1
PAC	ADMN 5028 Data Analysis and Interpretation			06.05.2015 to 14.06.2015	\$ 1,100.24	09.04.2015	2015-11-24	octobre 2015	1916019070				\$ 968.64	\$ 968.64	968.64	1
PAC	Negotiations: Crisis and hostage			2016-01-04 to 2016-03-04	\$ 1,800.00	2015-11-30							\$ 1,570.57	\$ 1,570.57	posting p2p - march 31, 2016	1
PAC	CPSC 313 Computer Hardware			11.05.2015 to 18.06.2015	\$ 610.00	02.04.2015	already paid	août 2015	1916015389				\$ 532.98	\$ 532.98		1
PAC	CPSC 304 Intro to Relational Databases			09.05.2015 to 18.06.2015	\$ 610.00	02.04.2015	2015-11-24						\$ 498.81	\$ 498.81	498.81 PAYEE	1
PAC	STAT 300 Intermediate Statistics			08.09.2015 to 19.12.2015	\$ 900.00	07.08.2015							\$ 935.94	\$ 935.94	PAYEE	1
PAC	ADMN 5020 Advanced Analytical Techniques			04.05.2015 to 05.06.2015	\$ 3,865.00	26.05.2015	25-02-2016						\$ 2,072.43	\$ 2,072.43	2,072.43 transfer from last FY - March 15, 2016	1
PAC	Introduction to Criminal Justice (CRM 101)			01.05.2015 to 30.06.2015	\$ 800.00	29.12.2014	2015-11-24						\$ 757.01	\$ 757.01	posting p2p - march 31, 2016	1
PAC	Intro. to Criminal Justice Syst. (CRM 2521)			01.09.2015 to 31.12.2015	\$ 800.00	29.12.2014	2015-11-24						\$ 819.71	\$ 819.71	PAYE 2015-2016	1
PAC	Intro. to Can. Law (CRM135)			01.09.2015 to 31.12.2015	\$ 800.00	29.12.2014	2015-11-24						\$ 841.95	\$ 841.95	posting p2p - march 31, 2016	1
PAC	HRM7313 HR Management	On-Line		01.04.2015 to 01.07.2015	\$ 781.00	26.02.2015	2015-11-24						\$ 781.00	\$ 781.00	Posting P2P - March 31, 2016	1
PAC	LGST 331 Administrative Law	On-Line		01-10-2014 to 31-02-2015	\$ 777.00								\$ 69.00	\$ 69.00	69.00 OH advance in 2014 of 777 - closed advance in 2015-2016 - amount paid 69.00	1
PAC	IDRL408 - Workplace injury	On-Line		01-07-2014 to 30-09-2014	\$ 777.00								\$ 4.00	\$ 4.00	4.00 OH advance in 2014 of 777 - closed advance in 2015-2016 - amount paid 4.00	1
PAC	Strategic Financial Management (PAZ2)			2014-09-08 to 2014-12-02	\$ 1,764.00	20.03.2014	already paid	août 2015	1916013875				\$ 1,690.00	\$ 1,690.00	1,690.00 transfer from last FY because of final exam - approved 10.02.2015	1
PAC	PAZ2 1010 Ethics and Public Policy			03.05.2015 to 12.06.2015	\$ 377.00	03.05.2015	25-02-2016						\$ 471.43	\$ 471.43	posting p2p - march 31, 2016	1
PAC	GEOS 252 Geospatial Analysis			06.04.2015 to 23.06.2015	\$ 588.51	05.12.2014	already paid	19.05.2015	1916010594				\$ 314.37	\$ 314.37	314.37 approved 0.50%	1
PAC	Geos 238			07.01.2015 to 15.06.2015	\$ 588.51	05.12.2014	already paid	19.05.2015	1916010652				\$ 305.51	\$ 305.51	approved 0.50%	1
PAC	GEOS 420			08.01.2015 to 16.04.2015	\$ 762.42	05.12.2014	already paid	19.05.2015	1916010695				\$ 381.21	\$ 381.21	approved 0.50%	1
PRA	JSGS 875 Politics of International Trade			2015-01-05 to 2015-04-30	\$ 2,001.00	2014-01-30	already paid	octobre 2015	1916014164				\$ 2,001.00	\$ 2,001.00	2,001.00 submitted for approval 16.12.2014- 05.01.2015	1
PRA	Mgmt. of Technology JSGS 879			05.09.2015 to 15.12.2015	\$ 2,001.00	26.03.2015	25-02-2016						\$ 2,069.64	\$ 2,069.64	Posting P2P - March 15, 2016	1
PRA	Confidentiality and Accommodation (IDRL 312)	On-Line		01.01.2015 to 30.06.2015	\$ 990.00	08.01.2015	already paid	août 2015	1916014140				\$ 861.00	\$ 861.00	861.00 has been submitted on time, see email from coordinator	1
PRA	JUS 3388 Orientation to DFS			09.09.2015 to 08.12.2015	\$ 261.62	12.06.2015	26-02-2016						\$ 285.62	\$ 285.62		1
PRA	PROG 3001 Research Methods			09.09.2015 to 12.12.2015	\$ 630.00	12.06.2015	26-02-2016						\$ 398.53	\$ 398.53	books 170.00 application 755 PAYEE	1
PRA	HUM 3350 Ethics in Business			09.09.2015 to 18.12.2015	\$ 630.00	12.08.2015	26-02-2016						\$ 662.81	\$ 662.81	PAYE	1
PRA	COMM 220 Comm. And Presentation Skills			04.05.2015 to 09.06.2015	\$ 650.00	10.10.2014	2015-11-24						\$ 665.23	\$ 665.23		1
PRA	MNGT-200 Introduction to Business			08.09.2015 to 12.12.2015	\$ 625.00	10.10.2014	25-02-2016						\$ 637.83	\$ 637.83	livre 162.83 - Posting P2P - March 15, 2016	1
PRA	Intelligence Analysis (Module 2)	On-Line		22.01.2015 to 22.05.2015	\$ 2,251.00	2014-05-20	already paid	octobre 2015	1916015200				\$ 3,158.69	\$ 3,158.69		1
PRA	Contemporary Issues in Crime (Module 3)	On-Line		22.05.2015 to 22.09.2015	\$ 2,251.00	2014-05-20	already paid	octobre 2015	1916015201				\$ 3,158.69	\$ 3,158.69		1
PRA	Terrorism Counter Terrorism (Module 4)	On-Line		22.09.2015 to 22.09.2016	\$ 2,251.00	2014-05-20	already paid	21-03-2016					\$ 4,861.16	\$ 4,861.16	4,861.16 Posting P2P - March 31, 2016	1
PRA	TERRO 31000 Personal Computer Usage 1			06.03.2015 to 10.06.2015	\$ 575.00	12.06.2015	25-02-2016						\$ 430.57	\$ 430.57	430.57 Posting P2P - March 31, 2016	1
PRA	ADMN 31000 Strategic Thinking for Leaders			06.03.2015 to 10.06.2015	\$ 575.00	12.06.2015	25-02-2016						\$ 555.27	\$ 555.27	555.27 transfer from last FY - approved 10.02.2015/livre 35	1
PRA	GOV 301 Governance of the Public Sector	On-Line		2014-09-01 to 2014-09-02	\$ 723.00	2014-06-25	25-02-2016						\$ 700.00	\$ 700.00	700.00 transfer from last FY - approved 10.02.2015/livre 35	1
PRA	GRH1600 Intro à la gestion des RH			08.09.2015 to 23.12.2015	\$ 500.00	05.08.2015	already paid	06.07.2015	1916006874				\$ 383.84	\$ 383.84	383.84 Posting P2P - March 31, 2016	1
PRA	GRH 2314 Panfil Stratégique			04.05.2015 to 23.06.2015	\$ 450.00	27.03.2015	already paid	27.05.2015	1916006859				\$ 360.76	\$ 360.76		1
PRA	GRH 2314 Ad															

SOB	PSYC 3P53 Forensic Psychology	05/05/2015 to 05/06/2015	\$ 865.20	14.04.2015	29-01-2016	November		29-01-2016	\$ 774.93	\$ 774.93	received 2015-11 - original rec'd & ver'd. For MC approval Jan. 4, 2016 - livre 109.7	1	
HRB	ECO 3M30 Microeconomic Theory IV	In-Class	2015-05-21 to 2015-06-19	\$ 1,471.50	2015-05-19	2015-05-29		29-01-2016	\$ 1,377.59	\$ 1,377.59	amendment to fee (PT to FT)	1	
HRB	ECO 5999 Major Paper	In-Class	2015-05-13 to 2015-06-14	\$ 1,471.50	03.12.2014	2015-01-29		29-01-2016	\$ 1,377.59	\$ 1,377.59		1	
COMP	Business Decision Models ADM42302Q	In-Class	12.01.2015 to 14.04.2015	\$ 1,000.00	06.01.2015	29-01-2016		29-01-2016	\$ 817.76	\$ 817.76	livre 103.11	1	
COMP	Intermediate Accounting I ADM4242N	In-Class	12.01.2015 to 14.04.2015	\$ 1,100.00	06.01.2015	2015-11-24		29-01-2016	\$ 968.70	\$ 968.70	livre 128.82 + fix fee 125.23	1	
PROG	LNG 1100-W3 Grammaire et stylistique	On-Line	09.01.2015 to 29.04.2015	\$ 382.18	17.12.2014	already paid	20.05.2015	1916006612	\$ 378.83	\$ 378.83		1	
GPS	PHIL 333 Professional Ethics	On-Line	01.03.2015 to 31.08.2015	\$ 781.00	17.10.2014	already paid	10.09.2015	1916012883	\$ 781.00	\$ 781.00	781.00 amendment to dates 18.02.2015	1	
PROG	ACCT451 Advanced Financial Accounting	On-Line	01.08.2015 to 31.12.2015	\$ 781.00	06.07.2015	to be app. By MC		21-03-2016	\$ 781.00	\$ 781.00	781.00 Posting P2P - March 31, 2016	1	
PROG	FINX 403 Taxation II	On-Line	01.11.2015 to 31.03.2016	\$ 781.00	22.07.2015			21-03-2016	\$ 794.00	\$ 794.00	794.00 Posting P2P - March 31, 2016	1	
PROG	PMHR 851 Dispute Resolution, Conflict Resolution	In-Class	11.05.2015 to 04.06.2015	\$ 1,990.00	05.05.2015	Approved oct 15 TLPLMT		21-03-2016	\$ 2,068.20	\$ 2,068.20	Approved @TLPLMT 2015-10-15 - Posting P2P - March 23, 2016	1	
PROG	PMHR 851 Relationships in Organizations	In-Class	11.05.2015 to 05.06.2015	\$ 1,990.00	05.05.2015	Approved oct 15 TLPLMT		09-03-2016	\$ 2,068.20	\$ 2,068.20	Approved @TLPLMT 2015-10-15 - Posting P2P - March 23, 2016	1	
HRB	ADM1002 Initiation à la gestion	On-Line	01.09.2015 to 31.12.2015	\$ 500.91	16.07.2015	to be app. by MC		21-03-2016	\$ 504.08	\$ 504.08	504.08 Posting P2P - March 31, 2016	1	
PROG	CTB 1643	In-Class	08.09.2015 to 21.12.2015	\$ 500.00	14.04.2015	25-02-2016	11-02-2016		03-03-2016	\$ 410.72	\$ 410.72	livre 101.77 Posting P2P - March 15, 2016	1
PROG	MRT 1183	In-Class	05.05.2015 to 23.06.2015	\$ 450.00	14.04.2015	2015-11-24		1916013903	\$ 441.73	\$ 441.73	441.73 paid October 23, 2015	1	
PROG	MNG 1673	In-Class	12.09.2015 to 04.10.2015	\$ 500.00	21.08.2015	25-02-2016	11-02-2016		03-03-2016	\$ 359.81	\$ 359.81	Al avise coord. Que nous acceptons cette activité 16 fev. 2016 - livre 50.87	1
COMP	CTB 1843 Fiscale des particuliers	In-Class	01.12.2015 to 20.04.2015	\$ 550.00	28.11.2014	2016-01-29	28.05.2015		29-01-2016	\$ 650.78	\$ 650.78	livre 290.06	1
ISTB	MGMT 5140	In-Class	2015-01-05 to 04-04-24	\$ 1,800.00	2014-07-15	already paid	22.05.2015	191600480	\$ 1,973.90	\$ 1,973.90		1	
PROG	TXI	On-Line	08.04.2015 to 03-09-15	\$ 1,300.00	2014-06-16			11-08-2016	\$ 1,263.75	\$ 1,263.75	transfer from last FY approved @TLPLMT 16.10.2014 1917010731	1	
COMP	CFA Annual Student Fees	In-Class	2014-09 to 2015-02	\$ 678.00	13-09-2015			21-03-2016	\$ 678.00	\$ 678.00	678.00 Posting P2P - March 31, 2016	1	
ISTB	PA1 - Issues in Professional Practice	In-Class		\$ 2,706.35	28.02.2014			1916019059	\$ 1,966.20	\$ 1,966.20	transfer from last FY - approved 10.02.2015	1	
ISTB	MBAS260 - The world of the general MNG & of strategic MG	In-Class	01-08-2015 to 31-12-2015	\$ 950.00	20.11.2014			21-03-2016	\$ 698.65	\$ 698.65	251.35	1	
ISTB	MBAS300 - Data Analysis	In-Class	01-08-2015 to 31-12-2015	\$ 1,650.00	20.11.2014			21-03-2016	\$ 1,619.25	\$ 1,619.25	30.75	1	
ISTB	MBAS300 - Management skills	In-Class	01-08-2015 to 31-12-2015	\$ 1,650.00	20.11.2014			21-03-2016	\$ 1,619.25	\$ 1,619.25	30.75	1	
PROG	CMA module 6	In-Class	2015-02-12 to 2015-06-20	\$ 2,700.00	2014-08-04	already paid	01.04.2015	1916006854	\$ 1,893.04	\$ 1,893.04		1	
PROG	CMA board report	In-Class		\$ 1,323.52	2014-06-04	already paid	2015-08-01	1916011217	\$ 1,323.52	\$ 1,323.52	must go to TLPLMT - amount bigger than estimate	1	
GPS	DDBA 800 Conceptual Foundations	NA	15.08.2015 to 20.11.2015	\$ 6,555.00	13.05.2015	to be app TLPLMT		11-08-2016	\$ 7,269.00	\$ 7,269.00	PAYE 1917010745	1	
GPS	DDBA 801 Current Research	NA	01.11.2015 to 01.02.2016	\$ 4,414.00	13.05.2015	to be app TLPLMT		11-08-2016	\$ 4,289.00	\$ 4,289.00	PAYE 1917010739	1	
GPS	DDBA 802 Mgmt. Research in Practice	NA	15.08.2015 to 20.11.2015	\$ 6,555.00	13.05.2015	to be app TLPLMT		11-08-2016	\$ 6,469.00	\$ 6,469.00	PAYE 1917010741	1	
GPS	Introduction aux relations industrielles	On-Line	01.06.2015 to 01.03.2016	\$ 459.91	22.04.2015	2015-11-24		21-03-2016	\$ 379.91	\$ 379.91		1	
GPS	PS1145 - International security in a changing world	On-Line	2016-01-04 to 2016-03-17	\$ 9,000.00	2015-12-01	17-03-2016		27-04-2016	\$ 9,031.69	\$ 9,031.69	book 3948 PAYE	1	
ISTB	ADM1002 Operations Mgmt. 2	In-Class	2015-12-12 to 2015-12-23	\$ 2,251.00	2015-12-11			27-07-2016	\$ 4,745.69	\$ 4,745.69		1	
ISTB	ADM1002 Operations Mgmt. 2	In-Class	2015-09-12 to 2015-10-03	\$ 2,251.00	2015-09-12			27-07-2016	\$ 4,745.69	\$ 4,745.69	PAYE 1917009577 PAYE	1	
ISTB	ADM1002 Operations Mgmt. 2	In-Class	2015-09-12 to 2015-12-23	\$ 4,430.00	2015-09-11			27-07-2016	\$ 4,745.69	\$ 4,745.69	1917009583 PAYE	1	
HRB	INF 4123 Outils informatiques	In-Class	12.01.2015 to 20.04.2015	\$ 500.00	30.12.2014	already paid	12.06.2015	1916006693	\$ 348.82	\$ 348.82		1	
HRB	SIG 1023 Systèmes intégrés de gestion	In-Class	06.04.2015 to 30.06.2015	\$ 500.00	12.03.2015	2015-11-24		21-03-2016	\$ 351.79	\$ 351.79	351.79 Posting date P2P - March 31, 2016	1	
GPS	CML 1105 Public International Law	In-Class	2014-09-03 to 2015-04-24	\$ 2,075.00	2014-05-22	already paid	12.06.2015	1916013499	\$ 4,177.21	\$ 4,177.21	submitted for approval 16.12.2014; 05.01.2015	1	
GPS	DRS 4521 International Humanitarian Law	In-Class	14.05.2015 to 28.05.2015	\$ 2,001.60	27.05.2015	to be app TLPLMT		25-05-2016	\$ 2,001.60	\$ 2,001.60	TPLMT - Sent an email to e to see if situation is still valid Dec. 21, 2015. E'e	1	
GPS	OMA2123 Statutory Interpretation	In-Class	08.09.2015 to 09.11.2015	\$ 1,761.00	08.08.2015			25-05-2016	\$ 855.00	\$ 855.00	PAYE 116172889 - 1917004221	1	
GPS	CMR3974 Immigration and Refugee Law	In-Class	09.09.2015 to 09.12.2015	\$ 1,781.00	06.08.2015			25-05-2016	\$ 833.05	\$ 833.05	833.05 PAYE 116172889 - 1917004223	1	
ISTB	INF1183 Intelligence artificielle	In-Class	09.09.2015 to 16.12.2015	\$ 419.12	07.07.2015	To be app by MC		21-03-2016	\$ 371.99	\$ 371.99	371.99 Posting P2P - March 31, 2016	1	
COMP	SIG 1033 Gestion des processus d'affaires	In-Class	10.09.2015 to 17.12.2015	\$ 446.79	04.05.2015	25-02-2016	18-02-2016		03-03-2016	\$ 446.79	\$ 446.79	446.79 Posting P2P - March 15, 2016	1
OPS	Business & Legal concepts 1	In-Class	02.03.2015 to 07.06.2015	\$ 389.30	04.04.2014				27-07-2016	\$ 389.30	\$ 389.30	389.30 approved 10.02.2015 - PAYE 1917009662	1

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	ATL	BUSI 3311 Small Business Mgmt.	MSVU	In-Class	10-01-2016 to 10-04-2016	\$ 750.00	06-Jun-16				23-06-2016		\$ 752.19	
	ATL	BUSI 4400 Business Policy	MSVU	In-Class	10-01-2016 to 10-04-2016	\$ 750.00	06-Jun-16				23-06-2016		\$ 768.99	
	ATL	Business 2400 - decision modeling	Memorial University of Newfoundland & Labrador	In-Class	06-01-2016 to 20-04-2016	\$ 500.00	06-Jun-16			06-10-2016		\$ 640.95	Employee was on a waiting list for last year. When we advised him we could take him he re-register from Feb. to July 2016. Sent request for approval to MC Jan 8, 2016.	
GTA	CRI5492 Criminal Organizations	Athabasca University	In-Class		01-02-2016 - 12-04-2016	\$ 794.00	06-Jun-16			23-06-2016		\$ 794.00		
GTA	LHA 1173 Intro to adult education	University of Toronto	In-Class		11-01-2016 to 30-04-2016	\$ 1,449.00	06-Jun-16			27-09-2016		\$ 1,597.53	rec'd amend form on April 27, 2016	
NCR	BUS 6800 Readings in Leadership	University of Guelph	In-Class		07-03-2016 to 01-05-2016	\$ 2,684.11	06-Jun-16			27-07-2016		\$ 2,685.46		
														Request were submitted to the T&LPMT 2015-2016 - March 4, 2016. Approval was obtained for these courses.
PAC	MEDI 2500 - Advanced Fire Fighting Officer Certification	NA	NA		20-06-2016 to 25-06-2015	\$ 1,406.14	resubmitted Apr. 11, 16		\$1,406.14	\$1,406.14	2016-04-12		-\$ 1,406.14	We transferred the courses in 2016-2017 as T&LPMT approved the courses to be reimbursed. March 17, 2016. Advise coordinator that advance will be accepted for 16-17 to submit revised applications with appropriate dates. 21-03-2016. Receive new package April 1, 2016.
PAC	MEDI 1500 Basic Safety Training	NA	NA											Employee still awaiting his reimbursement. Documents were received in HQ but never processed. During the last week of Aug. 2017, I communicated with the e to obtain documents again. He does not have the documents anymore. I have prepared a package with the documents we had on file for Stephanie on which we will stamp "TREAT AS ORIGINAL and finally submit the package to HQ in order for our employee to receive his package". I have verified with HQC and no reimbursement was issued to the employer for MEDI1500. Sept. 1, 2017 MD. See file for all emails.
PAC	CPS 418 - Parallel computation	University of British Columbia	In-Class		04-01-2016 to 08-04-2016	\$ 650.00	06-Jun-16			27-07-2016		\$ 498.81		
PAC	COGS 300 - Understanding & developing cognitive systems	University of British Columbia	In-Class		04-01-2016 to 08-04-2016	\$ 650.00	06-Jun-16			27-07-2016		\$ 498.81		
PAC	CPS 401 - intro to artificial intelligence	University of British Columbia	In-Class		04-01-2016 to 08-04-2016	\$ 650.00	06-Jun-16			27-07-2016		\$ 498.81		
PAC	CPS 404 - advanced relational database	University of British Columbia	In-Class		04-01-2016 to 08-04-2016	\$ 650.00	06-Jun-16			27-07-2016		\$ 498.81		
PAC	CSYC 416 - distributed systems	University of British Columbia	In-Class		04-01-2016 to 08-04-2016	\$ 650.00	06-Jun-16			27-07-2016		\$ 498.81		
PAC	PHL 3109 - Foundations of ethics	Kwantlen Polytechnic University	In-Class		04-01-2016 to 21-04-2016	\$ 571.19	06-Jun-16					\$ 477.19	PAYEE.117162020	
PAC	Crm 2140 Interviewing & professional skills	Douglas College	In-Class		04-01-2016 to 08-04-2016	\$ 397.15	06-Jun-16			23-03-2017		\$ 328.35		
PAC	HIST438W: Problems in th e history of the british empire	Simon Fraser University	In-Class		11-01-2016 to 12-04-2016	\$ 354.78	06-Jun-16			03-04-2017		\$ 354.78	23/03/2017 - EAP Coord. Is sending final missing document (proof of grades and credits) Reimbursement of 50% of 709.56	
PAC	HIST327 Canadian Labour and working class history	Simon Fraser University	In-Class		11-01-2016 to 12-04-2016	\$ 354.78	06-Jun-16			03-04-2017		\$ -	23/03/2017 - EAP Coord. Is sending final missing document (proof of grades and credits) Reimbursement of 50% of 709.56	
PRA	TTB1MSC - International Financial crime (MOD 5)	London Metropolitan University	On-Line		22-01-2016 to 22-05-2016	\$ 2,251.00	06-Jun-16			06-10-2016		\$ 2,587.78		
PRA	Strategic change in the global environment (MOD 6)	London Metropolitan University	On-Line		22-05-2016 to 22-09-2016	\$ 2,251.00	06-Jun-16			23-03-2017		\$ 2,587.78	T&LPMT approval required - Currently registered - June 8, 2016	
PRA	Interact. Trade Law ISGS 876	NA			05-01-2016 to 15-04-2016	\$ 2,001.00	06-Jun-16			23-06-2016		\$ 2,069.64		
PRA	MKTG-250 Marketing Essentials	SAIT Polytechnic	In-Class		09-05-2016 to 19-08-2016	\$ 585.00	06-Jun-16					\$ 587.46	transaction completed may 23, 2017	
PRA	ECON-250 Microeconomics	SAIT Polytechnic	In-Class		01-01-2016 to 29-04-2016	\$ 850.00	06-Jun-16					\$ 626.51		
PRA	GRM 2000 - Welfare policy analysis	University of Manitoba	In-Class		05-01-2016 to 26-04-2016	\$ 200.00	06-Jun-16					\$ 200.00	50% of \$200	
PRA	RGN 1450 - Religion and the Media	University of Manitoba	In-Class		06-01-2016 to 08-04-2016	\$ 280.00	06-Jun-16					\$ 190.15	50% of \$500	
PRA	FMLY420 - Family management principles	University of Manitoba	In-Class		05-01-2016 to 08-04-2016	\$ 280.00	06-Jun-16					\$ 206.05	50% of \$500	
PRA	MGMT5101 - Master PA - Gov't structure & organization course	Dalhousie University	On-line and In-Class		04-01-2016 to 17-04-2016	\$ 2,150.00	06-Jun-16					\$ 2,150.00		
PRA	GRC11104 Aspects humains des orgz	Université du Québec à Rimouski	In-Class		12-02-2016 to 26-04-2016	\$ 400.00	06-Jun-16			23-06-2016		\$ 413.99		
PRA	Gestion budgétaire	École nationale d'administration publique	In-Class		05-01-2016 to 26-04-2016	\$ 375.00	06-Jun-16					\$ 423.03		
PRA	Droit international public	INTEC Montréal	In-Class		11-01-2016 to 12-04-2016	\$ 400.00	06-Jun-16					\$ 331.00		
PRA	ADM 135 - Concepts de gestion stratégique	INTEC Montréal	In-Class		11-01-2016 to 12-04-2016	\$ 1,433.57	06-Jun-16					\$ 1,462.48		
PRA	BHR315 Organ. Conflict & negotiation	Bishop's University	In-Class		05-01-2016 to 22-04-2016	\$ 472.00	06-Jun-16					\$ 514.81		
PRA	BAC122 Purposes of accounting	Bishop's University	In-Class		05-01-2016 to 22-04-2016	\$ 476.00	06-Jun-16					\$ 498.01		
PRA	QUE1A333 - Borders in globalization	Collège Royal Militaire	In-Class		11-01-2016 to 29-04-2016	\$ 200.00	06-Jun-16					\$ 1,130.00	reimbursement demande 8 juin 2016	
PRA	ADM1005 - Decision making analysis	Collège Royal Militaire	In-Class		05-01-2016 to 29-04-2016	\$ 200.00	06-Jun-16					\$ 1,130.00	reimbursement demande 8 juin 2016	
PRA	ADM40505 - Management theories en gestion des RH	TELUQ	On-Line		08-02-2016 to 31-05-2016	\$ 353.00	06-Jun-16					\$ 345.08		
SOR	Co-Dependency as an addiction	Sheridan College	NA		16-01-2016 to 19-04-2016	\$ 417.54	06-Jun-16					\$ 417.54	Asked to obtain info on the credit as do not see any in the course description.	
SOR	CR520A - intro to statistical analysis	Niagara University	In-Class		19-01-2016 to 10-05-2016	\$ 2,180.00	06-Jun-16					\$ 3,057.80	Final package sent to NIRU on January 20, 2017. Missing Annex B and business case	
SOR	CR530A - Seminar in Professional ethics & liability	Niagara University	In-Class											Final package sent to NIRU on January 20, 2017. Missing Annex B and business case sent email Feb. 15, 2016
SOR	CR8585 ONLA - Criminal Justice in the Netherlands	Niagara University	In-Class											Final package sent to NIRU on January 20, 2017. Missing Annex B and business case
OPS	CJS 370 Youth Justice	Athabasca University	On-line		01-01-2016 to 30-04-2016	\$ 1,781.00	06-Jun-16			11-06-2016		\$ 794.00	is registered and will submit documents. June 8, 2016	
STB	ACCT253 Intro - Financial Accounting	Athabasca University	On-line		01-03-2016 to 01-07-2016	\$ 794.00	06-Jun-16			2016-11-22		\$ 794.00		
PROG	MNG1023 - Théorie des organisations	Université du Québec en Outaouais	In-Class		15-01-2016 to 23-04-2016	\$ 500.00	06-Jun-16			06-10-2016		\$ 387.52	Cours INDC601 inclusive design a changé pour INDC6012 Lab 2: Prototype	
ISTB	INCD 6012 Lab 2: Prototype generation	NA	NA		08-01-2016 to 29-04-2016	\$ 4,652.00	06-Jun-16			23-03-2017		\$ 1,522.00	generation - formulaire doit être corrigé 3 cours pour \$4652	
ISTB	INCD 6004 Cultural Change	Ontario College of Art and Design	On-line		08-01-2016 to 29-04-2016	\$ 1,938.00	06-Jun-16			23-03-2017		\$ 1,522.00		
ISTB	INCD 6008 Major Project Proposal	Ontario College of Art and Design	On-line		08-01-2016 to 29-04-2016	\$ 1,938.00	06-Jun-16			23-03-2017		\$ 1,522.00		
ISTB	INCD 6007: inclusive art, design & communication	Ontario College of Art and Design	In-Class		15-08-2016 to 28-08-2016	\$ 4,562.00	06-Jun-16			23-03-2017		\$ 4,562.00		
ISTB	INCD 6006: the difference	Ontario College of Art and Design	On-line		06-09-2016 to 15-12-2016	\$ 4,726.00	06-Jun-16			23-03-2017		\$ 1,007.73		
ISTB	ADM 6296 Internationales Business Consulting	NA	NA											Cindy requested PAYE close email email May 2017
ISTB	ADM 6266 Principles of Negotiation	NA	NA											-
ISTB	ADM 6230 Change Management	NA	NA											- course completed - seeking reimb.
ISTB	ADM 6216 - Managing changes in context	Ontario College of Art and Design	On-line											- course completed - seeking reimb.
ISTB	INCD 6011 - Major Project part 1	Ontario College of Art and Design	In-Class											
ISTB	ADM4660 MBA - Gestion d'un projet	University of Ottawa	In-Class		04-01-2016 to 20-04-2016	\$ 750.00	06-Jun-16					\$ 896.34	Paid 13.06.2017 - PAYE closed 1171622009	
ISTB	VIB4541 - MBA Comptabilité & stratégie I	NA	NA		04-01-2016 to 29-04-2016	\$ 750.00	06-Jun-16					\$ 896.34	Paid 13.06.2017 - PAYE closed 117162010	
ISTB	VIB4551 - MBA Compétences organisationnelles	NA	NA		04-01-2016 to 25-04-2016	\$ 750.00	06-Jun-16					\$ 896.34	Paid 13.06.2017 - PAYE closed 117162011	
ISTB	VIB45501 - MBA Inference statistique , prévoir et décider	NA	NA		04-01-2016 to 29-04-2016	\$ 750.00	06-Jun-16					\$ 896.34	Paid 13.06.2017 - PAYE closed 117162012	
					01-12-2014 to 06-07- 2016 start date updated: February 2015									E'E' sent all documents and proof of success directly to finance see copy of WORD doc into e'e file 2016-2017 + email confirming closure MD 1/9/2017.
OPS	MBAS740 - MBA - information comptable et décision	NA	NA		04-01-2016 to 29-04-2016	\$ 750.00	06-Jun-16					\$ -		advance out of 2014-2015
ISTB	MBAS740 - MBA - information comptable et décision	NA	NA									\$ 896.34	Paid 13.06.2017 - PAYE closed 1171622013	
OPS	CML2121B Administrative Law	University of Ottawa	In-Class		01-02-2016 to 12-04-2016	\$ 1,781.00	T&LPMT - March 17, 2016					\$ 1,681.83	Employee left agency, however, all reimbursement document were received before his departure.	
OPS	CML3303E The Law of Evidence	University of Ottawa	In-Class		01-02-2016 to 12-04-2016	\$ 1,781.00	T&LPMT - March 17, 2016					\$ 1,681.83	Reimbursement - document completed and payment received.	
PROG	MBA8401 - Statistiques et prise de décision	Université du Québec à Montréal	In-Class		09-01-2016 to 29-05-2016	\$ 750.00	06-Jun-16					\$ 119.55	AI retourne les formulaires pour approbation par le gestionnaire 7 janv 2016	
PROG	MBA8402 - Environnement macroéconomique de l'entreprise	Université du Québec à Montréal	In-Class		09-01-2016 to 29-05-2016	\$ 750.00	06-Jun-16					\$ 338.48	AI retourne les formulaires pour approbation par le gestionnaire 7 janv 2016	
PROG	MBA8410 - L'individu et l'organisation	Université du Québec à Montréal	In-Class		09-01-2016 to 29-05-2016	\$ 750.00	06-Jun-16					\$ 512.53	AI retourne les formulaires pour approbation par le gestionnaire 7 janv 2016	
PROG	MBA8400 - Introduction aux statistiques et à la prise de décisions	Université du Québec à Montréal	In-Class		09-01-2016 to 29-05-2016	\$ 750.00	06-Jun-16					\$ 273.89	AI retourne les formulaires pour approbation par le gestionnaire 7 janv 2016	
PROG	Frais généraux	Université du Québec à Montréal	In-Class									\$ 161.38		
COMP	INF4193 Gestion des projets informatiques	Université du Québec en Outaouais	In-Class		12-01-									

Total			
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61		\$ 1,160.68					\$ 62,589.38
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## Ghosh, Shraboni

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**From:** McPherson-Campos, Terry  
**Sent:** February 20, 2020 04:26 PM  
**To:** Jacob, Richard; Batten, Kimberly  
**Cc:** Ghosh, Shraboni  
**Subject:** RE: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hi Rick:

In the last three years I do not have any tuition requests for OPOD.

for Cod we had two:

Approved full reimbursement 100%  
Denied 100%

Thanks,

Terry

*Terry McPherson-Campos*

Manager / Business Services Unit /Commercial & Outport Operations  
Canada Border Services Agency / Government of Canada  
Telephone: 905-676-7561 / facsimile: 905-612-5069 / TTY: 1-866-335-3237  
[terry.mcpherson-campos@cbsa-asfc.gc.ca](mailto:terry.mcpherson-campos@cbsa-asfc.gc.ca)

Gestionnaire / Unité des services aux entreprises / Opérations commerciales et de sortie  
Agence des services frontaliers du Canada / Gouvernement du Canada  
Téléphone 905-676-7561 / télécopie: 905-612-5069 / TTY: 1-866-335-3237  
[terry.mcpherson-campos@cbsa-asfc.gc.ca](mailto:terry.mcpherson-campos@cbsa-asfc.gc.ca)

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**From:** Jacob, Richard <[Richard.Jacob@cbsa-asfc.gc.ca](mailto:Richard.Jacob@cbsa-asfc.gc.ca)>  
**Sent:** February 20, 2020 3:55 PM  
**To:** Batten, Kimberly <[Kimberly.Batten@cbsa-asfc.gc.ca](mailto:Kimberly.Batten@cbsa-asfc.gc.ca)>  
**Cc:** McPherson-Campos, Terry <[Terry.McPherson-Campos@cbsa-asfc.gc.ca](mailto:Terry.McPherson-Campos@cbsa-asfc.gc.ca)>; Ghosh, Shraboni <[Shraboni.Ghosh@cbsa-asfc.gc.ca](mailto:Shraboni.Ghosh@cbsa-asfc.gc.ca)>  
**Subject:** RE: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020  
**Importance:** High

Hi guys,

Do we have anything on this, URGENT please??

Thanks,  
Rick

**From:** Batten, Kimberly <[Kimberly.Batten@cbsa-asfc.gc.ca](mailto:Kimberly.Batten@cbsa-asfc.gc.ca)>  
**Sent:** February 11, 2020 4:21 PM  
**To:** Jacob, Richard <[Richard.Jacob@cbsa-asfc.gc.ca](mailto:Richard.Jacob@cbsa-asfc.gc.ca)>  
**Cc:** McPherson-Campos, Terry <[Terry.McPherson-Campos@cbsa-asfc.gc.ca](mailto:Terry.McPherson-Campos@cbsa-asfc.gc.ca)>; Ghosh, Shraboni <[Shraboni.Ghosh@cbsa-asfc.gc.ca](mailto:Shraboni.Ghosh@cbsa-asfc.gc.ca)>  
**Subject:** RE: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hi Rick,

Shraboni Ghosh handles our ATIPS and if we received one for tuition payouts, then it would have been forwarded to Terry Mcpherson-Campos.

Thanks,

Kim

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**From:** Jacob, Richard <[Richard.Jacob@cbsa-asfc.gc.ca](mailto:Richard.Jacob@cbsa-asfc.gc.ca)>  
**Sent:** February 11, 2020 3:28 PM  
**To:** Batten, Kimberly <[Kimberly.Batten@cbsa-asfc.gc.ca](mailto:Kimberly.Batten@cbsa-asfc.gc.ca)>  
**Subject:** FW: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hi Kim, have you received this request for BSMU?

Thanks,  
Rick

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**From:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>  
**Sent:** February 11, 2020 12:44 PM  
**To:** Jacob, Richard <[Richard.Jacob@cbsa-asfc.gc.ca](mailto:Richard.Jacob@cbsa-asfc.gc.ca)>  
**Cc:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>  
**Subject:** RE: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hi Rick,

We don't task BSMU from Matheson it has to go through the area that the BSMU deals with. Your BSMU's manager is Terry, since you share it with COD you might want to coordinate with them as well. The contacts are:  
Derek Kwan, Shraboni Ghosh, Parveen Mann

Thanks,  
Cristiana

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**From:** Jacob, Richard <[Richard.Jacob@cbsa-asfc.gc.ca](mailto:Richard.Jacob@cbsa-asfc.gc.ca)>  
**Sent:** February 11, 2020 9:23 AM  
**To:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>  
**Subject:** RE: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hi Cristiana, why did I get this.. for BSMU ??

**From:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>  
**Sent:** February 7, 2020 2:30 PM  
**To:** GTAR EIOD ATIP / RGT DELR AIPRP (CBSA/ASFC) <[CBSA-ASFC\\_GTAR\\_EIOD\\_ATIP@cbsa-asfc.gc.ca](mailto:CBSA-ASFC_GTAR_EIOD_ATIP@cbsa-asfc.gc.ca)>; CBSA-ASFC\_PIA\_PassOps\_ATIP <[CBSA-ASFC\\_PIA\\_PassOps\\_ATIP@cbsa-asfc.gc.ca](mailto:CBSA-ASFC_PIA_PassOps_ATIP@cbsa-asfc.gc.ca)>; Jacob, Richard <[Richard.Jacob@cbsa-asfc.gc.ca](mailto:Richard.Jacob@cbsa-asfc.gc.ca)>  
**Cc:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>  
**Subject:** FW: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hello everyone,

Please see below and task your respective BSMUs.

Thank you,  
Cristiana

**From:** Christopher, Sharmila <[Sharmila.Christopher@cbsa-asfc.gc.ca](mailto:Sharmila.Christopher@cbsa-asfc.gc.ca)>  
**Sent:** February 7, 2020 1:48 PM  
**To:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>  
**Cc:** Chao, Steven <[Steven.Chao@cbsa-asfc.gc.ca](mailto:Steven.Chao@cbsa-asfc.gc.ca)>; Grewal, Jyoti <[Jyoti.Grewal@cbsa-asfc.gc.ca](mailto:Jyoti.Grewal@cbsa-asfc.gc.ca)>; Chua, Jacquelyn <[Jacquelyn.Chua@cbsa-asfc.gc.ca](mailto:Jacquelyn.Chua@cbsa-asfc.gc.ca)>  
**Subject:** RE: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hi Cristina,

This ATIP will need to be actioned to all the BSMUs. Trade/CPSD has been told but you will need to task the other BSMUs. This request is complicated therefore we will not have the stats until next week.

Thanks,  
Sharmila Christopher

**From:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>  
**Sent:** February 6, 2020 2:05 PM  
**To:** Christopher, Sharmila <[Sharmila.Christopher@cbsa-asfc.gc.ca](mailto:Sharmila.Christopher@cbsa-asfc.gc.ca)>  
**Cc:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>  
**Subject:** FW: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hi Sharmila,

Sorry but no extension granted.

Thanks,  
Cristiana

**From:** Clarke-Okah, Nana <[Nana.Clarke-Okah@cbsa-asfc.gc.ca](mailto:Nana.Clarke-Okah@cbsa-asfc.gc.ca)>  
**Sent:** February 6, 2020 1:57 PM  
**To:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>

**Subject:** RE: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Unfortunately, no extension can be given as the due date on this tasking was January 16, 2020. We will require a response asap as we are extremely late on this one.

Thanks,  
Nana

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**From:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>  
**Sent:** February 6, 2020 12:49 PM  
**To:** Clarke-Okah, Nana <[Nana.Clarke-Okah@cbsa-asfc.gc.ca](mailto:Nana.Clarke-Okah@cbsa-asfc.gc.ca)>  
**Cc:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>  
**Subject:** FW: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hi Nana,

Please see Sharmila's response below and advise.

Thank you,

Cristiana Istudor  
Administration and Materiel Management, Greater Toronto Area Region  
Canada Border Services Agency / Government of Canada  
Tel: (905)803-5310 / [Cristiana.Istudor@cbsa-asfc.gc.ca](mailto:Cristiana.Istudor@cbsa-asfc.gc.ca)

Administration et Gestion du Matériel, Région du Grand Toronto  
Agence des services frontaliers du Canada / Gouvernement du Canada  
Tel: (905)803-5310 / [Cristiana.Istudor@cbsa-asfc.gc.ca](mailto:Cristiana.Istudor@cbsa-asfc.gc.ca)

---

**From:** Christopher, Sharmila <[Sharmila.Christopher@cbsa-asfc.gc.ca](mailto:Sharmila.Christopher@cbsa-asfc.gc.ca)>  
**Sent:** February 6, 2020 12:44 PM  
**To:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>  
**Subject:** RE: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Good Morning,

We need an extension. This situation is a little complicated. This tasking may need to be tasked to all the BSMUs .. Will provide more information once I get it..

Thanks,  
Sharmila Christopher

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**From:** Christopher, Sharmila  
**Sent:** February 3, 2020 11:45 AM  
**To:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>  
**Subject:** FW: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hi Cristiana,

See below Steven's response. I reached out to the BSMU. Will provide a routing slip once I get a response.

Thanks,  
Sharmila Christopher

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**From:** Chao, Steven <[Steven.Chao@cbsa-asfc.gc.ca](mailto:Steven.Chao@cbsa-asfc.gc.ca)>  
**Sent:** January 31, 2020 5:52 PM  
**To:** Christopher, Sharmila <[Sharmila.Christopher@cbsa-asfc.gc.ca](mailto:Sharmila.Christopher@cbsa-asfc.gc.ca)>  
**Cc:** Scott, Martin <[Martin.Scott@cbsa-asfc.gc.ca](mailto:Martin.Scott@cbsa-asfc.gc.ca)>  
**Subject:** RE: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hi Sharmila,

I am sorry I might have missed the ATIP Request.

When I reviewed the ATIP requirements in details, I am not sure it has direct and strong linkage the Regional Finance unless they are asking for the expenditures which we could pull from the system. I have provided all the finance info I have in the other ATIP request (see separate email. In addition, we won't have any budget allocated to the tuition.

For the this ATIP Request, I would suggest you email the BSMU at the district/division, asking them to look at their files/records and see if they may keep the past records.. As per my understanding, we usually do not approve any tuition for reimbursement.

Hope this helps and thanks!  
Steven

Please provide the information requested below for each of the following years - 2015, 2016, 2017, 2018, and 2019. 1. Number of individual employees that applied for course approval, advance and reimbursement of eligible tuition costs in the Canada Border Services Agency - Greater Toronto Area Region. 2. Provide classification and position title for employees that applied for course approval, advance and reimbursement of eligible tuition costs in the Canada Border Services Agency - Greater Toronto Area Region. 3. Total number of applications received by Canada Border Services Agency - Greater Toronto Area Region for consideration of tuition reimbursement assistance. 4. Total number of applications for course approval, advance and reimbursement of eligible tuition costs that were rejected at the discretion of Canada Border Services Agency - Greater Toronto Area Region. 5. Number of applications authorized by Canada Border Services Agency - Greater Toronto Area Region for reimbursement of eligible tuition that received: 25% of estimated cost; 50% of estimated cost; 75% of estimated cost; and 100% of estimated cost. 6. Number of applications authorized by Canada Border Services Agency - Greater Toronto Area Region that were ineligible to receive reimbursement of eligible tuition costs due to failing grades. 7. Total amount of financial resources allocated by Canada Border Services Agency - Greater Toronto Area Region for reimbursement of eligible tuition.

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**From:** Christopher, Sharmila <[Sharmila.Christopher@cbsa-asfc.gc.ca](mailto:Sharmila.Christopher@cbsa-asfc.gc.ca)>  
**Sent:** January 31, 2020 2:55 PM  
**To:** Chao, Steven <[Steven.Chao@cbsa-asfc.gc.ca](mailto:Steven.Chao@cbsa-asfc.gc.ca)>

**Subject:** FW: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

See attached.

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**From:** Scott, Martin <[Martin.Scott@cbsa-asfc.gc.ca](mailto:Martin.Scott@cbsa-asfc.gc.ca)>

**Sent:** January 10, 2020 9:59 AM

**To:** Christopher, Sharmila <[Sharmila.Christopher@cbsa-asfc.gc.ca](mailto:Sharmila.Christopher@cbsa-asfc.gc.ca)>

**Subject:** RE: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hi: Specifically ... how is this different from 2019-22942?

Martin Scott

Regional Manager, Financial Services

Corporate and Program Services Division/Division des services organisationnels et programmes

GTA Region/ Grand Region du Toronto

Canada Border Services Agency / Agence des services frontaliers du Canada

1980 Matheson Blvd. East, Mississauga, ON L4W 5R7

Tel: 905-803-5211/ Fax: 905-803-5414

[Martin.Scott@cbsa-asfc.gc.ca](mailto:Martin.Scott@cbsa-asfc.gc.ca)

---

**From:** Christopher, Sharmila

**Sent:** January 8, 2020 12:07 PM

**To:** Scott, Martin

**Cc:** Grewal, Jyoti

**Subject:** RE: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hi,

Please action. The deadline is next Thursday. Did you want me to ask for an extension?

Thanks,

Sharmila Christopher

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**From:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>

**Sent:** January 8, 2020 11:22 AM

**To:** Christopher, Sharmila <[Sharmila.Christopher@cbsa-asfc.gc.ca](mailto:Sharmila.Christopher@cbsa-asfc.gc.ca)>

**Cc:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>

**Subject:** FW: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hello,

Please action and process this ATIP request in accordance with established procedures. Please take note of the due date, as failure to meet the deadline will result in a late response.

Should you be aware that another area may hold records relevant to this request please advise as soon as possible.

ALL responses, including NIL, must be accompanied by a *Routing Slip (RS)*. A *Recommendations Memo*, is required to outline concerns on the release of information. Both the RS and Memo must be signed by the Director or assigned delegate. The *Routing Slip Template* and additional information are found in the links below.

Per prior notification all submissions must be placed in Apollo followed by an email to the regional ATIP mailbox advising it has been placed in Apollo. \*\*\* Please also note that submission copies are not retained at our end after being submitted to NHQ. It is recommended that you maintain a copy of submissions for future reference and resubmission in case the need arises. \*\*\*

Cristiana Istudor

Administration and Materiel Management, Greater Toronto Area Region  
Canada Border Services Agency / Government of Canada  
Tel: (905)803-5310 / [Cristiana.Istudor@cbsa-asfc.gc.ca](mailto:Cristiana.Istudor@cbsa-asfc.gc.ca)

Administration et Gestion du Matériel, Région du Grand Toronto  
Agence des services frontaliers du Canada / Gouvernement du Canada  
Tel: (905)803-5310 / [Cristiana.Istudor@cbsa-asfc.gc.ca](mailto:Cristiana.Istudor@cbsa-asfc.gc.ca)

**From:** Clarke-Okah, Nana <[Nana.Clarke-Okah@cbsa-asfc.gc.ca](mailto:Nana.Clarke-Okah@cbsa-asfc.gc.ca)>

**Sent:** January 8, 2020 9:20 AM

**To:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>

**Subject:** Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

PROTECTED - PROTÉGÉ

OUR FILE / NOTRE REFERENCE: A-2019-22940 / NCLAR

Sent to / Envoyé à: Greater Toronto Area Region

Request Text / Texte de la demande :

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Please provide the information requested below for each of the following years - 2015, 2016, 2017, 2018, and 2019. 1. Number of individual employees that applied for course approval, advance and reimbursement of eligible tuition costs in the Canada Border Services Agency - Greater Toronto Area Region. 2. Provide classification and position title for employees that applied for course approval, advance and reimbursement of eligible tuition costs in the Canada Border Services Agency - Greater Toronto Area Region. 3. Total number of applications received by Canada Border Services Agency - Greater Toronto Area Region for consideration of tuition reimbursement assistance. 4. Total number of applications for course approval, advance and reimbursement of eligible tuition costs that were rejected at the discretion of Canada Border Services Agency - Greater Toronto Area Region. 5. Number of applications authorized by Canada Border Services Agency - Greater Toronto Area Region for reimbursement of eligible tuition that received: 25% of estimated cost; 50% of estimated cost; 75% of estimated cost; and 100% of estimated cost. 6. Number of applications authorized by Canada Border Services Agency - Greater Toronto Area Region that were ineligible to receive

reimbursement of eligible tuition costs due to failing grades. 7. Total amount of financial resources allocated by Canada Border Services Agency - Greater Toronto Area Region for reimbursement of eligible tuition.

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The above-noted formal Access to Information Act request was received by the CBSA on December 23, 2019. The Act requires that a request must be processed in 30 calendar days. In order to meet our legislated deadline, the records are due back in our office January 16, 2020. Detailed mandatory instructions and mandatory routing slip are available on the ATI-Privacy Division's site on ATLAS at the following link:

Please note that Pin-to-Pin communications are considered a record and must be provided if responsive to an ATIP request.

Note that you are not required to provide FOSS or GCMS notes or the ICES Traveler history pages as these will be extracted by our staff.

Ensure not to alter the records in any way and to provide all attachments to emails and BN's for example.

To assist you in making disclosure recommendations, we would direct your attention to the exemptions chapter of the following Treasury Board of Canada (TBS) Secretariat manuals:

TBS Access to Information Manual

<https://www.tbs-sct.gc.ca/atip-aiprp/tools/atim-maaитb-eng.asp>

TBS Privacy and Data Protection Guidelines - Exemptions

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=25502>

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= URL Link to access the retrieval folder:

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\*\*\*\*\*

L'ASFC a reçu le 23 décembre 2019 la demande officielle précitée, présentée en vertu de la Loi sur l'accès à l'information. Selon la Loi, une demande doit être traitée dans les 30 jours civils. Afin de pouvoir respecter l'échéance prévue par la Loi, nous devons recevoir les documents le 16 janvier 2020. Des instructions détaillées obligatoires et la fiche de circulation obligatoire sont disponibles sur le site de la division AIPRP sur ATLAS au lien suivant:

Veuillez noter que les communications NIP-à-NIP sont considérés comme des documents et doivent être fournis en réponse à une demande d'AIPRP.

Veuillez prendre note que vous n'avez pas à fournir les notes du SSOBL ou du SMGC, ni les pages d'historique de voyages dans le SIED, car celles-ci seront extraites par notre personnel.

Assurez-vous de n'altérer les documents d'aucune façon et d'inclure toutes les pièces jointes pour les courriels et les notes de services entre autres.

Pour vous aider à formuler vos recommandations concernant l'information qui sera communiquée, veuillez consulter les chapitres des documents du Secrétariat du Conseil du Trésor (SCT) du Canada qui portent sur les exceptions :

**Manuel de l'accès à l'information du SCT**  
<https://www.tbs-sct.gc.ca/atip-aiprp/tools/atim-maaitb-fra.asp>

**Lignes directrices sur la protection des renseignements personnels - Exceptions du SCT**  
<http://www.tbs-sct.gc.ca/pol/doc-fra.aspx?id=25502&section=text>

= Le lien d'accès au dossier de collection:

Thank you. / Merci.

Nana Clarke-Okah  
Senior Analyst  
Canada Border Services Agency / Government of Canada  
[Nana.Clarke-Okah@cbsa-asfc.gc.ca](mailto:Nana.Clarke-Okah@cbsa-asfc.gc.ca) tel: 343-291-7531/TTY : 866-335-3237

## Clarke-Okah, Nana

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**To:** Tsui, Zachary  
**Subject:** RE: PRIORITY: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

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**From:** Chua, Jacquelyn <[Jacquelyn.Chua@cbsa-asfc.gc.ca](mailto:Jacquelyn.Chua@cbsa-asfc.gc.ca)>  
**Sent:** February 12, 2020 4:32 PM  
**To:** Christopher, Sharmila <[Sharmila.Christopher@cbsa-asfc.gc.ca](mailto:Sharmila.Christopher@cbsa-asfc.gc.ca)>  
**Cc:** Grewal, Jyoti <[Jyoti.Grewal@cbsa-asfc.gc.ca](mailto:Jyoti.Grewal@cbsa-asfc.gc.ca)>  
**Subject:** FW: PRIORITY: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hi Sharmila,

Please see BSMU's comments and findings below.

Thanks,

*Jacquelyn Chua*  
**Manager, BSMU**  
Tel: 416-973-6013 | Fax: 416-954-8337

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**From:** Chua, Jacquelyn  
**Sent:** February 5, 2020 9:58 AM  
**To:** Christopher, Sharmila <[Sharmila.Christopher@cbsa-asfc.gc.ca](mailto:Sharmila.Christopher@cbsa-asfc.gc.ca)>  
**Cc:** Grewal, Jyoti <[Jyoti.Grewal@cbsa-asfc.gc.ca](mailto:Jyoti.Grewal@cbsa-asfc.gc.ca)>  
**Subject:** RE: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Good morning Sharmila,

Please see my comments below:

Please provide the information requested below for each of the following years - 2015, 2016, 2017, 2018, and 2019.

**1. Number of individual employees that applied for course approval, advance and reimbursement of eligible tuition costs in the Canada Border Services Agency - Greater Toronto Area Region.**

→ These applications first must be approved by the RDG, therefore to find out how many applications were submitted for RDG approval, I suggest the directors of each District and their respective EA and Christina Mimikopoulos or Meegan Desforges as they may have this information. It may be helpful to contact

**2. Provide classification and position title for employees that applied for course approval, advance and reimbursement of eligible tuition costs in the Canada Border Services Agency - Greater Toronto Area Region.** → These applications first must be recommended by the director then approved by the RDG. Therefore to find out how many applications were submitted for RDG approval, I suggest contacting the directors of each District and their respective EA and Christina Mimikopoulos or Meegan Desforges as they may have this information.

**3. Total number of applications received by Canada Border Services Agency - Greater Toronto Area Region for consideration of tuition reimbursement assistance.** → These applications first must be recommended by the director then approved by the RDG. Therefore to find out how many applications were submitted for RDG approval, I suggest contacting the directors of each District and their respective EA and Christina Mimikopoulos or Meegan Desforges as they may have this information.

**4. Total number of applications for course approval, advance and reimbursement of eligible tuition costs that were rejected at the discretion of Canada Border Services Agency - Greater Toronto Area Region.** → These applications first must be recommended by the director then approved by the RDG. Therefore to find out how many applications were submitted for RDG approval, I suggest contacting the directors of each District and their respective EA and Christina Mimikopoulos or Meegan Desforges as they may have this information.

**5. Number of applications authorized by Canada Border Services Agency - Greater Toronto Area Region for reimbursement of eligible tuition that received: 25% of estimated cost; 50% of estimated cost; 75% of estimated cost; and 100% of estimated cost.** → I will check my records to find out how many applications for TOD tuition reimbursement from 2015-2019 and CPSD tuition reimbursement from 2018-2019 were processed by BSMU. Our BSMU started servicing CPSD April 23<sup>rd</sup>, 2018. Previous to that, CPSD applications were processed within CPSD. To find out how many applications were processed for other districts in the GTA Region, I suggest reaching out to the other BSMUs.

CPSD WAVE 2- AMM, IT, FINANCE, PROGRAM SERVICES	Employee	Amount	Percentage	Comments
<b>2015</b>				
		\$1,440	Unkown	
		\$412.90	Unkown	Seminar and Excel Course Fee
<b>2016</b>				
		\$1,199.07	100%	
<b>2017</b>			0%	

TOD	Employee	Amount	Percentage	Comments
<b>2015</b>				
	Unknown	\$5,533.03	Unknown	
		\$75	100%	Firearms Safety
<b>2016</b>				
		\$167.16	50%	
		\$820.08	50%	

2018				
AMM	\$800	Unknown		
2019				
	\$479	Unknown		
	\$479	Unknown		
	\$1,082.54	100%		
	\$5,085	100%		
	\$1,449	100%		
	\$4,633	100%		

		\$680.96	?	
2017				
		\$794	100%	Course Registration Fee
2018			0%	
2019				
		\$1,595.92		2019 Apex Symposium Reg Fee(GC211)

CPSD Wave 1-HR		\$0
CPS Wave 1-Communication		\$0
CPSD Wave 1-Infrastructure		\$0
CPSD Wave 1-Security		\$0

6. Number of applications authorized by Canada Border Services Agency - Greater Toronto Area Region that were **ineligible** to receive reimbursement of eligible tuition costs due to failing grades. → These applications first must be recommended by the director then approved by the RDG. Therefore to find out how many applications were submitted for RDG approval, I suggest contacting the directors of each District and their respective EA and Christina Mimikopoulos or Meegan Desforges as they may have this information.

7. Total amount of **financial resources allocated** by Canada Border Services Agency - Greater Toronto Area Region for reimbursement of eligible tuition. → Note: Finance can provide a more accurate figure for the GTA Region by running CAS reports and checking their records of previous fiscal budget allocations. I will check my records and CAS to find out how many applications for TOD tuition reimbursement from 2015-2019 and CPSD tuition reimbursement from 2018-2019 were processed by BSMU. Our BSMU started servicing CPSD April 23<sup>rd</sup>, 2018. Previous to that, CPSD applications were processed within CPSD. To find out how many applications were processed for other districts in the GTA Region, I suggest reaching out to the other BSMUs.

\*Budget allocated for "Training and Educational Services" + "Education Allowance" according to BSMU records(i.e. COMPAS templates, BPC templates) or GL Grouping-EC50.

\*\*BSMU started forecasting for CPSD April 23, 2018. Hence, for CPSD in previous fiscal years, BSMU ran CAS-5.23 MSA Free Balance report and assume that the actuals under GL for "Training and Educational Services" reflect the budget-I am not sure this is accurate. For 2018-2019 and 2019-2020, according to BSMU records(i.e. BPC templates) or GL Grouping-EC50.

\*\*\*Effective April 1, 2019, Communications, Infrastructure, Human Resources and Security reported to Headquarters. Hence, for CPSD in previous fiscal years, BSMU ran CAS-5.23 MSA Free Balance report and assume that the actuals under GL for "Training and Educational Services" reflect the budget-I am not sure this is accurate. For 2018-2019, according to BSMU records(i.e. BPC templates) or GL Grouping-EC50.

YEAR	PROGRAM **SERVICES	HR***	INFRASTRUCTURE***	COMMUNICATIONS**	SECURITY***	TOD*	AMM**	ITLO**	FINANCE**
2014-2015	\$0.00	\$0.00	\$255.00	\$0.00	\$950.00	\$40,370.00	\$0.00	\$0.00	\$412.90
2015-2016	\$1,199.07	\$0.00	\$0.00	\$1,235.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$1,440.00
2016-2017	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$745.00	\$988.75	\$0.00	\$0.00
2017-2018	\$50.00	\$0.00	\$0.00	\$635.00	\$0.00	\$1,000.00	\$800.00	\$0.00	\$0.00
2018-2019	\$0.00	\$9,203.70	\$0.00	\$0.00	\$0.00	\$2,800.00	\$0.00	\$0.00	\$9,376.00
2019-2020	\$0.00	HQ	HQ	HQ	HQ	\$8,000.00	\$0.00	\$0.00	\$6,271.00

I hope this helps. If there are any questions, please let me know.

Thanks,

Jacquelyn Chua

Manager, BSMU

Tel: 416-973-6013 | Fax: 416-954-8337

Teletypewriter: 1-866-335-3237

[jacquelyn.chua@cbsa-asfc.gc.ca](mailto:jacquelyn.chua@cbsa-asfc.gc.ca)

Canada Border Services Agency, 1 Front Street West, Toronto, ON M5J 2X5

Agence des services frontaliers du Canada, 1 rue Front, Ouest, Toronto, ON M5J 2X5

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**From:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>

**Sent:** January 8, 2020 11:22 AM

**To:** Christopher, Sharmila <[Sharmila.Christopher@cbsa-asfc.gc.ca](mailto:Sharmila.Christopher@cbsa-asfc.gc.ca)>

**Cc:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>

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PROTECTED - PROTÉGÉ

OUR FILE / NOTRE REFERENCE: A-2019-22940 / NCLAR

Sent to / Envoyé à: Greater Toronto Area Region

Request Text / Texte de la demande :

=====

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= URL Link to access the retrieval folder:

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disponibles sur le site de la division AIPRP sur ATLAS au lien suivant:

NIP-à-NIP sont considérés comme des documents et doivent être fournis en réponse à une demande d'AIPRP.

Veuillez noter que les communications

Veuillez prendre note que vous n'avez pas à fournir les notes du SSOBL ou du SMGC, ni les pages d'historique de voyages dans le SIED, car celles-ci seront extraites par notre personnel.

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Manuel de l'accès à l'information du SCT

<https://www.tbs-sct.gc.ca/atip-aiprp/tools/atim-maatb-fra.asp>

Lignes directrices sur la protection des renseignements personnels - Exceptions du SCT

<http://www.tbs-sct.gc.ca/pol/doc-fra.aspx?id=25502&section=text>

=====

= Le lien d'accès au dossier de collection:

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Thank you. / Merci.

Nana Clarke-Okah

Senior Analyst

Canada Border Services Agency / Government of Canada

[Nana.Clarke-Okah@cbsa-asfc.gc.ca](mailto:Nana.Clarke-Okah@cbsa-asfc.gc.ca) tel: 343-291-7531/TTY : 866-335-3237